CyberSecurity – ProjID – [PROJ ID]

PROJECT CHANGE REQUEST

(Not Related to USD CR)

DOCUMENT HISTORY

Date	What Changed	Author
	Initial document created	

REVIEWERS

Name	Role / Title
Aaa	xxx
Bbb	yyy
Ccc	zzz

Project / Phase:	Project Name / Phase #	Sponsor:	Name
Project Manager:	Name	Requesting Division:	Name
Tech Lead:	Name	Application Lead:	Name
Raised By:	Name	Date Raised:	Date
		Need By Date:	Date

Change Description High Level (1-2 lines only)

Status:	Pending / Approved / Declined	Approver:	Name	Date:	xx

Detailed Change Description (what it is)

Change Justification

Impact if Change Is Not Implemented

Alternatives

Change Implementation Plan

Impact Assessment – Scope

Impact Assessment – Service Interruption and SLA

Impact Assessment – Procurement of HW / SW/ PS

Impact Assessment – Schedule

Impact Assessment – Resources

Impact Assessment – Risks

Impact Assessment – Customer Satisfaction

Impact Assessment – Contractual